

Design Standards Letter

Letter Number: **D-1993-03**

Letter Date: **01/21/1993**

Effective Date: **01/20/1993**

Section/Plan No.: **D2-01, D2-02**

Subject: **Chapter II, Preliminary Design - Section 2-01, Conceptual Study; Section 2-02, Public Hearing and Meetings**

Body

Enclosed are copies of revisions to Chapter II, Preliminary Design, of the Policy, Procedure and Design Manual. Section 2-01, Conceptual Study and Section 2-02, Public Hearings and Meetings have been revised. Figures 1-03.1 and 1-03.2, Work Procedures Guide, and Figure 4-04.1, General Design Data have also been revised. A summary of the revisions follow.

Contents, Volume I

Revision date for Section 2-01 and 2-02 changed to 1-20-93.

Table of Contents, Chapter II, Preliminary Design

Revised to reflect revisions dated 1-20-93.

Section 2-01.5, Prelocation Study Meeting

The section was renumbered from Section 2-01.6 so that prelocation study meetings would precede location studies. Scoping meetings and corridor identification have been added to this section.

Section 2-01.6, Location Study Report

The title has been revised to read Location Study Report instead of Reconnaissance Report and the section revised to 2-01.6 from 2-01.5.

Section 2-01.7, Location Study Procedures

The title of this section has been revised to Location Study Procedures from Reconnaissance Procedures.

Section 2-01.8, Location Study Report Preparation

The title of this section has been revised to Location Study Report Preparation from Reconnaissance Report Preparation and any reference to Reconnaissance Report within the section has also been revised.

Section 2-01.9, Handling of Location Study Reports

The title of this section is revised to Handling of Location Study Reports from Handling of Reconnaissance Reports. The revision provides for presentation of the preferred location to the public through informational meetings after the location study is completed. The preferred location is then discussed with the commission.

Figure 2-01.7, Location Study Report

The title of Figure 2-01.7 has been revised to Location Study Report from Reconnaissance Report.

Section 2-02.2(2), Selection of Preferred Location

The title of this subsection is revised to Selection of Preferred Location from Tentative Location Approval. This revision gives the assistant to the chief engineer, planning and design, the authority to approve the preferred location.

Section 2-02.5, Advertisement for Hearings

This revision permits the use of either a legal notice or a paid advertising notice for public hearings.

Section 2-02.5(1)(a), Notice of Public Hearings

This revision changes the advertising period for public hearings from 30 to 40 days to a minimum of 20 days.

Section 2-02.5(1)(c), Notice of Public Hearings

This revision requires that if the open house format is used that the procedure is explained in the advertising notice.

Section 2-02.5(1)(g), Notice of Public Hearings

This revision recommends wording for an open house public hearing notice.

Section 2-02.7, Procedures for Conducting Public Hearings

This revision adds procedures to permit the use of an open house public hearing format in addition to the formal public hearing format.

Section 2-02.8(2), Transcripts

This revision requires that transcripts include the project information handout used at open-house public hearings.

Figure 1-03.1 and 1-03.2, Work Procedure Guide

The order of District and Design Division action has been revised.

Figure 4-04.1, General Design Data

Standard drawing numbers in footnote 15 have been updated.

Figure 4-09.7, Guide for Seeding Mixture and Rate of Application

This figure has been revised to include the seeding requirements for native grasses.

vji/kd